



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT  
SDLF Gold-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

**MINUTES OF THE SPECIAL MEETING  
OF THE STANDING FINANCE COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Monday, April 29, 2019  
STANDING FINANCE COMMITTEE SPECIAL MEETING 10:00 A.M.  
Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

### **Finance Committee Members**

*Chair Robert Leete  
Vice-Chair Bill Mayer*

#### **A. ROLL CALL**

1. Call business meeting to order 10:00 a.m. – By Chair Leete.
2. Roll Call – All Present.

#### **B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None.

#### **C. DRAFT MINUTES TO BE APPROVED**

1. March 25, 2019 DRAFT Special Finance Committee meeting minutes – Approved.

#### **D. PRESENTATIONS**

1. Finance Update – None.

#### **E. DISCUSSION ITEMS**

1. Approve Revised Bylaws.

General Manager Davies – Provided the details regarding the revised Bylaws and aligning the committee meetings with the 1<sup>st</sup> Board meeting of the month (even numbered months).

Public Comment Regarding:

- Time for Committee meetings.

Motion by: Vice-Chair Mayer to approve the Revised Bylaws.

Second by: Chair Leete.

Vote: Motion Carries – unanimous vote of the members of the Finance Committee.

2. Presentation and Discussion Regarding Zones Analysis and Strategies.

General Manager Davies – Provided a background regarding zone analysis and strategy options.

Harris & Associates Rick Clark – Provided a handout and the details regarding strategy options; leave the existing zones as they are and create an overlay district, separate from the County (further discussion with the County regarding Slifer Park, Regatta Park, Highway 4 and Bixler Road), existing districts (zones) to be created as a new district, and a benefit zone for landscaping. Additional details regarding Prop 218, cost analysis for landscaping, lighting, parks, admin, Community Center, and a general benefit (can't be assessed). There was discussion regarding a General Fund, Zone 8 (only zone that receives property tax payments), overlay zone option, and a general benefit.

Harris & Associates Rick Clark – Provided additional details related to cost zones and benefit zones

- Cost zones - geographical zones.
- Benefit zones – are not geographically specific.

Harris & Associates Rick Clark – Stated details related to option 1, the general benefit, an overlay district (separate assessment), and creating a CFD.

General Manager Davies – Defined details regarding option 2, dissolving all zones, formulate one zone (one district), and issues regarding a general benefit contribution. There was discussion regarding assessment amount for Zone 8, establish a General Fund, and CSD administration costs.

Harris & Associates Rick Clark – Provided additional details regarding the process of option 1 and 2; ballot procedures, public outreach (notices for each area), and 1 or 2 public meetings to educate the property owners. There was discussion regarding the options, the existing zones, and money from the county.

Public Comment Regarding:

- Option 1 cost zones related to Prop 218, and existing zones grandfathered in.

There was discussion regarding the existing zones, an overlay district, special assessments, tax increase, Prop 218, rebuttal from the property owners, and requirements of the mailers.

General Manager Davies – Suggested Staff will drilldown with the Consultants and bring back to the Finance Committee refined information and move forward from there.

### 3. Discussion Regarding the Fiscal Year 2019-20 Budget.

Finance Manager Breitstein – Provided highlights regarding the 2019-20 Budget;

- Administration Department – landscape and related payroll, Zone 35 increased, Zone 57 increased, and Zone 61 remained the same.
- Zone 9 – Ravenswood, increased revenue (end of May), misc. revenue reduced, and capital plan.
- Zone 8 – Cornell Park, Community Center, down Clipper Drive – highlighted revenue, Community Center program fees (increased if a new pool is built), Hofmann funds, Swim Team (increased if a new pool is built), O&M highlights – training and travel, vehicle equipment and fuel (increased), salary and wages (increased), insurance, liability and property, personal protective equipment (increased), safety and equipment supplies, electrical costs (increased), and the capital plan (pool to be determined, tennis courts, median islands, and light poles). There was discussion regarding the medium islands and the light poles.
- Water – Account charge, reimbursements (removed), misc. water service fee (tampering, shut off fees etc.), rate study, capacity connection fees, O&M – training conferences and travel, consulting services (increased for Well 8, Rate Study, and recruiting), general repairs, office supplies, permits and fees, capital improvement plan - new Well, repairs on Laguna, pipeline repair on Edgeview, water cross connection plan, and Water and Asset Master Plan. There was discussion regarding the Water and Asset Master Plan.
- Wastewater – Revenue – collections of wastewater, misc. (reimbursement energy refund), commercial sewer charges, vehicle and payroll reimbursable items, O&M – training conferences and travel, Veolia large replacement, legal (increased), office supplies (increased), insurance and liability (combining), credit memo, capital improvement plan – Lift Stations, Clarifier, Wastewater Treatment Plant 1, Denitrification, UV Disinfection, Bank, and a possible Methanol Plant.

Public Comment Regarding:

- Zone 8 increase from the Pool – Dina will provide via email.
- Salary increase.

## F. FUTURE DISCUSSION/AGENDA ITEMS

None.

## G. ADJOURNMENT

1. The meeting adjourned at 11:32 a.m. to the next Standing Finance Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 04-30-19

<http://www.todb.ca.gov/agendas-minutes>